

## ACTIVITY REPORTING AND PROPOSAL FORM

### JUDICIAL COUNCIL DIRECTIVE AOC RESTRUCTURING AND REALIGNMENT

<b>DATE</b>	10/4/2012
<b>PREPARED BY</b>	Maureen Dumas
<b>OFFICE NAME</b>	<u>Executive Office</u>
<b>JUDICIAL COUNCIL DIRECTIVE NUMBER</b>	24
<b>JUDICIAL COUNCIL DIRECTIVE</b>	On August 9, 2012, E&P directed the interim Administrative Director of the Courts and incoming Administrative Director of the Courts to consider the SEC recommendations on AOC organizational structure (recommendations 5-1-5-6, 6-1) and present their proposal for an organizational structure for the consideration of the full Judicial Council at the August 31, 2012, council meeting.
<b>SEC RECOMMENDATION</b>	<p>The AOC should be reorganized. The organizational structure should consolidate programs and functions that primarily provide operational services within the Judicial and Court Operations Services Division. Those programs and functions that primarily provide administrative services should be consolidated within the Judicial and Court Administrative Services Division. Other programs and functions should be grouped within an Executive Office organizational unit. The Legal Services Office also should report directly to the Executive Office but no longer should be accorded divisional status.</p> <p>The Chief Operating Officer should manage and direct the Judicial and Court Operations Services Division, consisting of functions located in the Court Operations Special Services Office; the Center for Families, Children and the Courts; the Education Office/Center for Judicial Education and Research; and the Office of Court Construction and Facilities Management.</p> <p>The Chief Administrative Officer should manage and direct the Judicial and Court Administrative Services Division, consisting of functions located in the Fiscal Services Office, the Human Resources Services Office, the Trial Court Administrative Services Office, and the Information and Technology Services Office.</p> <p>Other important programs and functions should be consolidated within an Executive Office organizational unit under the direction of a Chief of Staff. Those functions and units include such functions as the coordination of AOC support of the Judicial Council, Trial Court Support and Liaison Services, the Office of Governmental Affairs, the Office of Communications, and a Special Programs and Projects Office.</p> <p>The Chief Counsel, manager of the Legal Services Office (formerly the Office of the General Counsel) should report directly to the Administrative Director depending on the specific issue under consideration and depending on the preferences of the Administrative Director.</p> <p>The Chief Deputy Administrative Director position must be eliminated. If the absence of the Administrative Director necessitates the designation of an</p>

Acting Administrative Director, the Chief Operating Officer should be so designated.

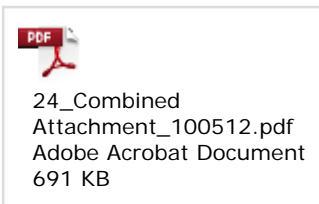
The Administrative Director, the Chief Operations Officer, the Chief Administrative Officer, and the Chief of Staff should be designated as the AOC Executive Leadership Team, the primary decision making group in the organization.

**RESPONSE (check applicable boxes)**

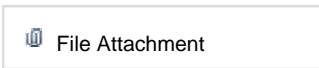
This directive has been completed and implemented:

On August 31, 2012, the Judicial Council approved a new organizational structure for the Administrative Office of the Courts (AOC) proposed by the interim Administrative Director of the Courts and incoming Administrative Director of the Courts. The new organizational structure reduced the AOC Executive Team to four positions (Administrative Director, Chief of Staff, Chief Operating Officer, and Chief Administrative Officer) and realigned and renamed existing divisions into offices housed under one of three newly created divisions (Judicial Council and Court Leadership Services Division, Judicial and Court Operations Services Division, and Judicial and Court Administrative Services Division) (Attachment A). As reflected in Attachment A, the Chief Deputy Director position was eliminated under the new organizational structure. The approved organizational structure became effective on October 1, 2012.

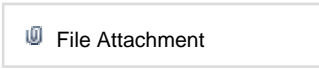
The approved structure incorporates other recommendations included in the Strategic Evaluation Committee's Final Report with minor modifications. Attachment B provides information on the approved modifications.



This directive is forwarded to the Judicial Council with options for consideration:








Other:



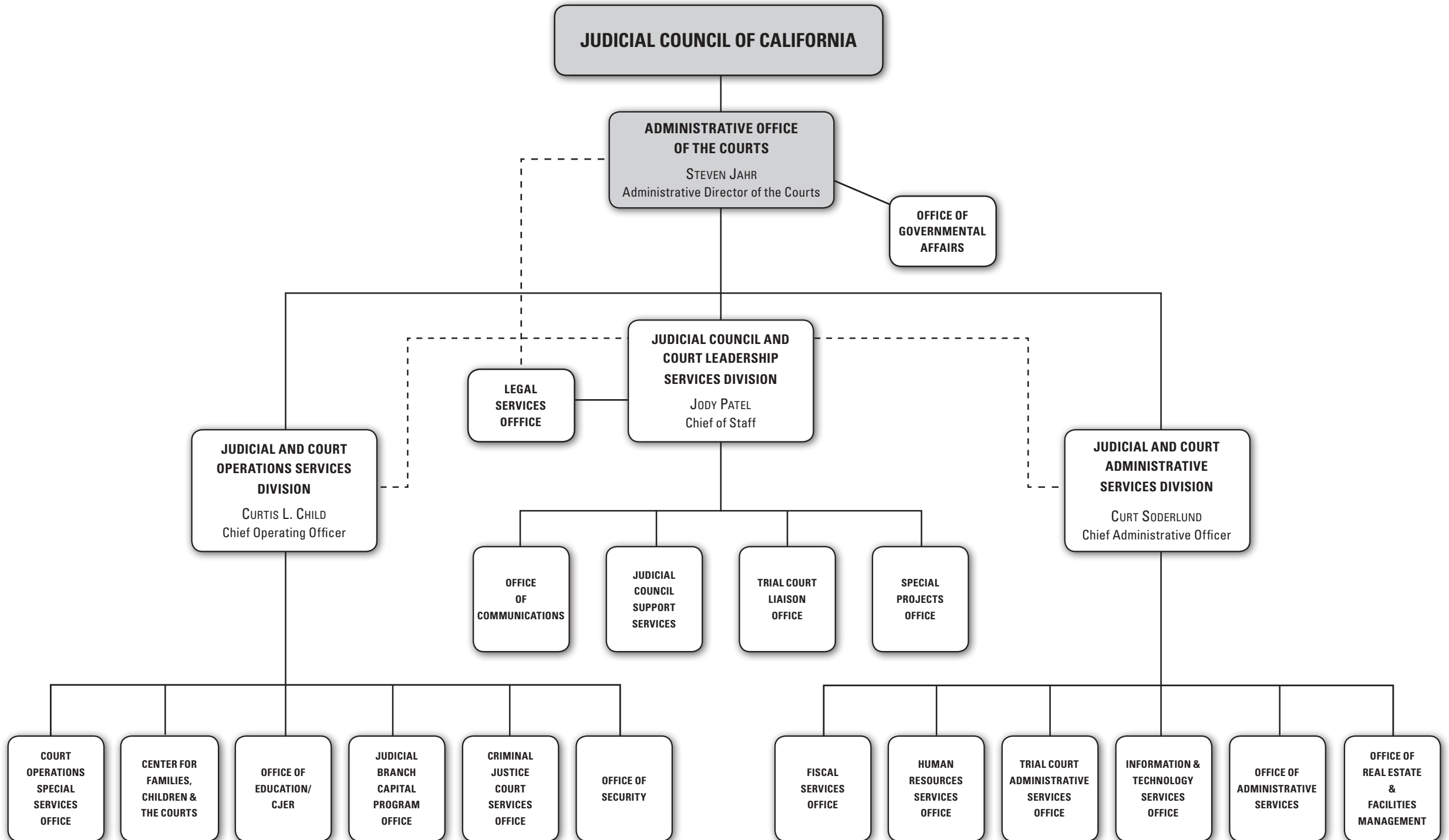
**TIMELINE AND RESOURCES FOR IMPLEMENTATION**

<b>IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE</b>	<input type="text" value="10/1/12"/>
<b>RESOURCES REQUIRED FOR IMPLEMENTATION</b>	<input type="text"/>

<b>ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)</b>	
<input type="checkbox"/> <b>PROCEDURES/ POLICIES UPDATED OR DEVELOPED</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment         </div>
<input type="checkbox"/> <b>TRAINING UPDATED OR DEVELOPED</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment         </div>
<input checked="" type="checkbox"/> <b>SAVINGS</b>	<p>The approved AOC organizational structure includes the elimination of the Chief Deputy Director position. This elimination supports SEC Recommendation 5-6 which proposed that the "Chief Deputy Administrative Director position must be eliminated." With this elimination and other restructuring changes (elimination of the Regional Administrative Director and TCAS Division Director positions and creation of Chief of Staff, Chief Operating Officer, and Chief Administrative Office), the organization has realized net savings of \$191,283 in salary and benefits.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  File Attachment         </div>
<input type="checkbox"/> <b>COST</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  File Attachment         </div>
<input checked="" type="checkbox"/> <b>EFFICIENCIES</b>	<p>By reducing the AOC Executive Team to four and creating three new divisions to house AOC offices, efficiencies for the organization will be realized with:</p> <ul style="list-style-type: none"> <li>* A more manageable Executive Team with a reduced span of control to allow for more effective and consistent oversight of AOC programs and projects.</li> <li>* Clear designation of authority, responsibility, and accountability with a straightforward chain of command to effectively meet the organization's objectives.</li> <li>* A reduced number of direct report high-level leadership positions to the Administrative Director of the Courts responsible for ongoing leadership and management of AOC programs and projects while the Administrative Director of the Courts addresses external demands.</li> <li>* Streamlined decision-making resulting in more efficient processes for the organization.</li> <li>* Improved communications by housing like-activities into designated divisions to foster ongoing collaboration.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  File Attachment         </div>
<input checked="" type="checkbox"/> <b>SERVICE LEVEL IMPACT</b>	<p>The new organizational structure of the AOC Executive Team and the new divisions provides a clear chain of command for court customers and external stakeholders seeking services from the AOC.</p> <p>The new AOC organizational structure promotes transparency in providing services to the courts by clearly defining authority, responsibility, and the chain of command in the AOC.</p>

	<p>Additionally, services offered to the courts are enhanced with the creation of a more streamlined and efficient management structure that should allow for timely decision-making and communication with the courts.</p> <p> File Attachment</p>
<input type="checkbox"/> OTHER	<p> File Attachment</p>
<b>ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL</b>	
<b>ADOC REVIEW</b>	Administrative Director of the Courts Review Date: <input type="text" value="10/5/2012"/>
<b>EXECUTIVE AND PLANNING (E&amp;P) COMMITTEE REVIEW</b>	
<b>E&amp;P REVIEW</b>	Executive and Planning Review Date: <input type="text" value="10/19/2012"/>

# ORGANIZATIONAL STRUCTURE OF THE ADMINISTRATIVE OFFICE OF THE COURTS



## Attachment B

### **Additional Implementation Information:**

The following provides additional detail on the Administrative Office of the Courts (AOC) organizational changes approved by the Judicial Council that were modified from what was proposed in the Strategic Evaluation Committee's *Final Report*:

- Designation of Chief of Staff as second-in-command in those cases when the Administrative Director of the Courts (Administrative Director) is unavailable rather than the Chief Operating Officer.
- Reporting relationship of the Chief Counsel and the Legal Services Office to the Chief of Staff with a dotted line reporting relationship to the Administrative Director rather than a direct report to the Administrative Director.
- Reporting relationship of the Office of Governmental Affairs directly to the Administrative Director with a dotted line reporting relationship to the Chief of Staff rather than a direct report to Chief of Staff.
- Retention of Editing and Graphics Group as part of a new Judicial Council Support Services Office in the Judicial Council and Court Leadership Services Division rather than elimination of this unit.
- Bifurcation of Office of Court Construction and Management into new offices under two new divisions – Office of Real Estate and Facilities Management reports to the Chief Administrative Officer in the Judicial and Court Administrative Services Division and the Judicial Branch Capital Program Office reports to the Chief Operating Officer in the Judicial and Court Operations Services Division.
- Retention of the Office of Emergency Response and Security as Office of Security in the Judicial and Court Operations Services Division pending a report from the Administrative Director to the Judicial Council at the December 2012 meeting.
- Establishment of the Office of Administrative Services to house traditional administrative functions reporting to the Chief Administrative Officer in the Judicial and Court Administrative Services Division.
- Movement of the Criminal Justice Court Services Office from the Executive Office to the Judicial and Court Operations Services Division.